

## E-Mail ALPERSRU AF/02

### Subj: CGHRMS SOFTWARE RELEASE 8

- Ref: (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)  
(b) [Personnel and Pay Procedures Manual, HRSICINST M1000.2 \(series\)](#)  
(c) [Source Data Automation II User Manual, HRSICINST M5231.2 \(series\)](#)  
(d) [ALPERSRU N/02; Enlistment Bonus Program Changes](#)  
(e) [ALPERSRU Y/02; CGHRMS Software Release 7](#)
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**Introduction** This E-Mail ALPERSRU describes additional pay transactions and functionality being implemented in Coast Guard Human Resources Management System (CGHRMS) release 8. Detailed procedures for using CGHRMS can be accessed from the CGHRMS web site at:  
<http://cghrms.osc.uscg.mil>.

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**Overview** This release includes the following pay entitlement transactions:

- Fractional COLA (P603)
- Discounted Meal Rate - Missed Meals (P603)
- Advance Pay (H605)
- Advance BAH (H605)
- Advance OHA (H605)
- High Pressure Chamber HDIP (P607)
- Miscellaneous Credits/Debits (H604s)
- Selective Reenlistment Bonus (H600)
- Career Status Bonus (H600)
- Enlistment Bonuses (H600s):
  - "A" School Incentive Bonus
  - Lateral Entry Enlistment Bonus
  - Non-Prior Service Enlistment Bonus
  - Non-Rate Enlisted Incentive Bonus
  - Prior Service Enlistment Bonus
  - SELRES Affiliation Bonus Level 1
  - SELRES Enlistment Level 1 for 6 Years
  - SELRES Enlistment Level 2 for 6 Years
  - SELRES Prior Service Level 1 for 3 Years
  - SELRES Prior Service Level 1 for 6 Years
  - SELRES Prior Service Level 2 for 3 Years
  - SELRES Prior Service Level 2 for 6 Years

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<b>Overview (cont'd)</b>	<p>This release also adds the ability to generate BAH/Dependency/Emergency Data (CG-4170A) forms by department ID. There are two menu options for CG-4170A reports:</p> <p><a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Administer Workforce (GBL)</a> &gt; <a href="#">Report</a> &gt; <b>Generate CG-4170A</b> <a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Administer Workforce (GBL)</a> &gt; <a href="#">Report</a> &gt; <b>CG-4170A by DeptID</b></p>
<b>Implementation Date</b>	<p>The transactions listed above will be enabled on 6 November 2002.</p>
<b>CGHRMS Menu Path</b>	<p>The above pay transactions can be administered using this menu path:</p> <ul style="list-style-type: none"><li>• <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>Employee Entitlements</b></li></ul>
<b>Advance Payments</b>	<p>Advance payments (Pay, BAH and OHA) must be processed through CGHRMS. <b>Offline payments will only be authorized in emergency cases.</b></p> <p>Change Liquidation Schedule (H605) transactions are not part of this CGHRMS software release. Continue to input these transactions in SDA II.</p> <p>The Advance Pay, Advance BAH, and Advance OHA transactions will need to go through a review and approval process for submission to JUMPS.</p> <ul style="list-style-type: none"><li>• CGHRS (PERSRU Clerks) – Users assigned to this role will be able to create and save these types of pay transactions. They will also be able to send these transactions to the auditor/supervisor's work list for approval. These role users will not be able to approve these transactions.</li><li>• CGHRSUP (PERSRU Supervisors) – Users assigned to this role will be able to create and/or approve these types of transactions. If approving, they will be able to go to their work list to do this. Per reference (e), the CGHRSUP role may only be assigned to auditors and supervisors who have Payment Approving Official (PAO) authority and are assigned to a PERSRU.</li><li>• Procedures are in the quick reference guide for these types of transactions.</li></ul>

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**Manual Row  
Switch**

The manual override switch for each pay transaction allows a CGHRSUP role user to override any edits that the pay transaction might be bumping against on a member that it shouldn't be (i.e., CGHRMS has not been updated yet from JUMPS). This will allow the PERSRU to approve and save a pay transaction on a member. CGHRS role users will not have this capability. Per reference (e), the CGHRSUP role may only be assigned to auditors and supervisors who have Payment Approving Official (PAO) authority and are assigned to a PERSRU.

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**Miscellaneous  
Credits/Debits**

These transactions are primarily used by HRSIC. However, USCG UDC Woodbine will have access to this transaction to credit clothing checkage.

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**Enlisted  
Bonuses**

Per reference (d), HRSIC (MAS) will be responsible for inputting the following bonuses in CGHRMS:

- Selective Reenlistment Bonus
- Career Status Bonus
- Enlistment Bonuses:
  - "A" School Incentive Bonus
  - Lateral Entry Enlistment Bonus
  - SELRES Affiliation Bonus Level 1
  - SELRES Enlistment Level 1 for 6 Years
  - SELRES Enlistment Level 2 for 6 Years
  - SELRES Prior Service Level 1 for 3 Years
  - SELRES Prior Service Level 1 for 6 Years
  - SELRES Prior Service Level 2 for 3 Years
  - SELRES Prior Service Level 2 for 6 Years

Training Center Cape May PERSRU, Class "A" School PERSRUs, and HRSIC (MAS) shall input the following bonuses in CGHRMS:

- Enlistment Bonuses:
  - Non-Rate Enlisted Incentive Bonus
  - Non-Prior Service Enlistment Bonus
  - Prior Service Enlistment Bonus

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#### Entitlement Processing In Conjunction With PCS Transfers

As discussed in reference (e), certain entitlements are auto shutdown when a PCS Endorsement transaction processes in JUMPS. No action is required by the PERSRU to shut down the entitlement in CGHRMS. A program will take care of putting stop dates in the rows when they are auto shutdown by a PCS Endorsement transaction.

**If you do put in a stop date to an entitlement that was shutdown by the PCS Endorsement, the stop transaction will create an exception and appear on the Weekly Exception Report.**

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#### Competency Codes

There have been a high number of calls from some of the PERSRUs not being able to start entitlements because of competency code edits. The reason for most of these calls is because the member did not have a competency code assigned. The following entitlements have competency code edits assigned to them:

- Diving Duty Pay
- Special Duty Assignment Pay (SDAP)

Members must have a competency code (**knowledge**) assigned in CGHRMS, to successfully process one of these entitlements. To assign a competency code or to see if a competency code is assigned on a member, select menu items in the following order:

[Home](#) > [Develop Workforce](#) > [Manage Competencies \(GBL\)](#) > [Use](#) > **Competencies**.

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**Correcting or  
Deleting  
Transactions  
Originally  
Entered Using  
SDA II**

Corrections and deletions from SDAII are not allowed for entitlements currently live on CGHRMS. Follow the procedures in the [Desk Reference Guides](#) to submit corrections and deletions through CGHRMS.

Transactions for the above entitlements that were submitted in SDAII, and did not process through JUMPS, will not be migrated to CGHRMS. If information was incorrect on the SDA II transaction, resubmit the transaction in CGHRMS on or after 06 November.

Reminder: CORRECTIONS and DELETIONS, for any reason, are NOT ALLOWED in SDA II for entitlements currently administered through CGHRMS.

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**SDA II Future  
Dated  
Transactions**

The ability to input Fractional COLA, Discounted Meal Rate - Missed Meals, Advance Pay, Advance BAH, Advance OHA, High Pressure Chamber HDIP, Selective Reenlistment Bonus, Career Status Bonus and Enlistment Bonuses will not be accessible in SDA II on 4 November 2002. Any of these transactions, which need to be prepared on or after 4 November 2002 must be recreated in CGHRMS beginning on 6 November 2002.

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**CGHRMS  
Availability**

CGHRMS will not be taken offline for this release. However, the entitlements menu items (including those from the previous release) may not be available for a short period of time while the new transactions are migrated to the production system.

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<b>Resources</b>	<p>In addition to references (a) through (e) and the <a href="#">CGHRMS online help</a>, the following resources are available:</p> <ul style="list-style-type: none"><li>• Entitlements Desk Reference Guides. These guides provide detailed procedural guidance for administering each of the entitlements listed above: <a href="http://www.uscg.mil/hq/hrsic/guides.htm">http://www.uscg.mil/hq/hrsic/guides.htm</a></li><li>• CGHRMS Test and Training Site. PERSRU users can practice and learn these applications by logging on to our test system at: <a href="http://cghrmsdev.osc.uscg.mil:7035/WebHelp/index.htm">http://cghrmsdev.osc.uscg.mil:7035/WebHelp/index.htm</a></li></ul> <p>Please take advantage of the opportunity to learn these new entitlements. Transactions input in the test environment will not be processed in PMIS/JUMPS.</p>
<b>PERSRU Action</b>	<p>Please ensure widest distribution of this E-Mail ALPERSRU to units in your area of responsibility.</p>
<b>Questions</b>	<p>Questions may be directed to the CGHRMS Help Desk at 785-339-3540 or via e-mail to <a href="mailto:HRSIC-CGHRMS@hrsic.uscg.mil">HRSIC-CGHRMS@hrsic.uscg.mil</a>. CGHRMS instructions, <a href="#">Entitlements Desk Reference Guides</a>, and user access forms can be obtained from the CGHRMS web site at <a href="http://cghrms.osc.uscg.mil">http://cghrms.osc.uscg.mil</a>.</p>
<b>Released by</b>	<p>Internet release authorized.</p>

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Deputy Director